

ISO 9001/Goddard QMS Quality Record Requirements at the Branch Head, Project Manager, Principal Investigator Level

4.1 --- GPG 1060.2 Management Responsibility

Purpose: Defines the process whereby GSFC management reviews Goddard programs, projects, and other products for which Goddard is responsible.

Applicability: **Center Director/Branch Head/Project Manager/Principal Investigator**

| | | |
|----------|-----------------------------------|----------------------|
| Records: | Copies of presentations | <input type="text"/> |
| | Action Item Log | <input type="text"/> |
| | Disposition of Action Items | <input type="text"/> |
| | Weekly reports to HQ | <input type="text"/> |
| | Quarterly Reports to the NASA PMC | <input type="text"/> |

4.2 --- GPG 8730.3A Quality System

Purpose: Defines the Quality Management System as implemented by Goddard.

Applicability: Applies to **all** for the performance of work considered in-scope to Goddard's QMS

Records: See individual GPG's listed

4.3 --- GPG 1310.1 Customer Commitments and Review

Purpose: Defines the process used by GSFC to identify, consider, authorize, review, and revise the establishment of support requirements and commitments for current or new customers. *(See GPG for exceptions.)*

Applicability: Applies to on-going and new products and services the are considered in-scope of Goddard's QMS.

Responsibility: **Branch Head/Project Manager/Principal Investigator**

| | | |
|----------|----------------------------------|----------------------|
| Records: | Integrated List of Opportunities | <input type="text"/> |
| | Proposals and Dispositions | <input type="text"/> |

4.4 --- GPG 8700.1B Design Planning and Interface Management

Purpose: Defines the process for developing design plans and devising methods for managing organizational and technical interfaces.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

| | | |
|----------|-----------------------------------|----------------------|
| Records: | Establish Goals and Objectives | <input type="text"/> |
| | Make or Buy Decisions | <input type="text"/> |
| | Work Breakdown Structure | <input type="text"/> |
| | Organizational Responsibilities | <input type="text"/> |
| | Project Structure | <input type="text"/> |
| | Task Descriptions | <input type="text"/> |
| | Logistics Support Plan | <input type="text"/> |
| | Schedule | <input type="text"/> |
| | Budget | <input type="text"/> |
| | Definition of Communication Paths | <input type="text"/> |
| | Interface Control Document | <input type="text"/> |

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4.4 --- GPG 8700.2B Design Development

Purpose: Establishes the process for providing design input, for generating design output for performing design verification, and for handling design changes that occur as the result of design verification and/or validation.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: Work Order Authorizations (WOA's) or equivalent for Software
 Design Verification Test Reports
 Configuration Management Records
 Organizational Responsibilities

4.4 --- GPG 8700.3A Design Validation

Purpose: Establishes the process for the validation of GSFC products.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: Work Order Authorizations (WOA's) or equivalent for Software

4.4 --- GPG 8700.4A Technical Review Program

Purpose: Defines the process for technical review of GSFC products.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: System Review Plan
 Peer Review Plan
 System Review Package
 Peer Review Package
 System Review Requests for Action (RFA's)
 System Review Requests for Action (RFA's) Responses
 Peer Review Requests for Action (RFA's)
 Peer Review Requests for Action (RFA's) Responses
 Peer Review Summaries

4.5 --- GPG 1410.1A Directives Management

Purpose: Establishes the responsibility, procedure, and guideline for creating, processing, and maintaining Goddard directives and other organization-specific issuances, and establishes the method for implementing the provisions of the Goddard Quality Manual.

Applicability: Applies to all organizational elements at Goddard.

Responsibility: **Branch Head/Project Manager/Principal Investigator**

Records: Policy Guidelines and GSFC Form 3-15, Directives Comment Summary Sheet
 Work Instructions and GSFC Form 3-15, Directives Comment Summary Sheet

4.6 --- GPG 5100.1A Procurement

Purpose: Establishes the procedure for the processing of Goddard purchases.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS, except grants or cooperative agreements. *Specifies what type of Credit Card purchases are permitted.*

Responsibility: **Branch Head/Project Manager/Principal Investigator**

Records: Purchase Request

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4.6 --- GPG 5100.2A Supplier Performance Records

Purpose: Establishes the requirements for collecting and reporting supplier performance data for Goddard purchases.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.
Acquisitions from the Federal Prison Industries, from Non-Profit Agencies Employing People Who Are Blind or Severely Disabled, and through Inter-Governmental agreements, shall not be evaluated.

Responsibility: **Project Manager/Principal Investigator**

Records: NONE

4.6 --- GPG 5100.3B Quality Assurance Letter of Delegation

Purpose: Defines how to prepare and issue requests for quality assurance to agencies authorized to represent Goddard at supplier facilities where a Goddard contract has been established.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager**

Records: NONE

4.7 --- GPG 5900.1B Control of Customer-Supplied Product

Purpose: Establishes the process for ensuring that Customer-Supplied Products delivered to Goddard are properly identified, verified, processed, handled and stored.

Applicability: Applies to all for products that are received from a customer for incorporation into Goddard products or other related activities.

Responsibility: **Project Manager**

Records: Work Order Authorization or equivalent for software

4.8 --- GPG 5310.4A Identification and Traceability of Products

Purpose: Establishes a consistent methodology for the identification and traceability of Goddard Products under the control of the Goddard Quality Management System.

Applicability: Applies to the development of all Goddard products considered in-scope of Goddard's QMS.

Responsibility: **Project Manager**

Records: Work Order Authorization or equivalent for software

4.9 --- GPG 8072.1B Process Control

Purpose: Establishes a consistent method for the control of production, installation, and servicing processes that directly affect the quality of products.

Applicability: Applies to the development of all Goddard products considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: Process Parameter Evaluation Records

4.9 --- GPG 7120.2 Project Management

Purpose: Establishes the process for management of Goddard Provide Aerospace Products and Capabilities (PAPAC) Projects.

Applicability: Applies to all Goddard PAPAC Projects.

Responsibility: **Project Manager**

Records: Project Plans

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4.10 --- GPG 4520.2B Incoming Inspection and Test

Purpose: Describes the process for performing and documenting receipt and inspection of material, goods, and/or services to verify that specified requirements for the product are met.

Applicability: Applies to the development of all Goddard products considered in-scope of Goddard's QMS which were acquired on or after 5/7/99.

Responsibility: **Project Manager/Principal Investigator**

Records: Receiving Inspection Instructions/Work Order Authorizations (WOA's)

4.10 --- GPG 5330.1B Product Processing, Inspection and Test

Purpose: Describes the process for documenting the processing of Goddard products including in-process and final inspections and tests, and test status to verify that product requirements are met. Describes the use of WOA GSFC Form 4-30.

Applicability: Applies to the development of all Goddard products considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: Work Order Authorizations (WOA's)

4.11 --- GPG 8730.1B Calibration and Metrology

Purpose: Establishes the process for ensuring that Inspection, Measuring and Measuring and Test Equipment (IMTE) is properly calibrated, maintained and identified

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: Records of Test Software used as IMTE
 Calibration and Repair Records of IMTE calibrated or repaired by other laboratories
 Calibration and Repair Records of IMTE calibrated or repaired by User

4.12 --- GPG 5330.1B Inspection and Test Status

Purpose: Defines the method for documenting the inspection and test status of product from receiving through release to the customer or to the responsibility of the launch site.

Applicability: Applies to the development of all Goddard products considered in-scope of Goddard's QMS

Responsibility: **Project Manager/Principal Investigator**

Records: Work Order Authorization or equivalent for software

4.13 --- GPG 5340.2B Control of Non-Conforming Product

Purpose: Establishes the process for documentation and disposition of non-conformances.

Applicability: Applies to customer complaints, to internal and supplier audit non-conformances, and to all Goddard products considered in-scope of Goddard's QMS.

Responsibility: **Branch Head/Project Manager/Principal Investigator**

Records: Reports to and concurrences from customer for Use-As-Is when there is no Contracting Officer
 Reports to and concurrences from customer for Disposition when there is no Contracting Officer

4.13 --- GPG 5340.3B Preparation and Handling of Alerts and Safe Alerts

Purpose: Establishes a process for preparing and handling aerospace industry-wide Alerts that may affect suitability of electronic parts and materials for use in Goddard products or that may affect personnel or system safety.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager**

Records: NONE

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4.14 --- GPG 1710.1B Corrective and Preventative Action

Purpose: Establishes the procedure for initiating and implementing corrective and preventive actions.

Applicability: Applies to the development of all Goddard products and processes considered in-scope of Goddard's QMS.

Responsibility: **Project Manager**

Records: NONE

4.15 --- GPG 6400.1A Handling, Storage, Packaging, Marking, Preservation, and Transportation

Purpose: Establishes the processes for the handling, storage, packaging, marking, preservation, and transportation of Goddard product.

Applicability: Applies to the development of all Goddard products considered in-scope of Goddard's QMS.

Responsibility: **Project Manager/Principal Investigator**

Records: Work Order Authorization or Equivalent

Shipping Records

Storage Records

Supply Records

4.16 --- GPG 1440.7A Control of Quality Records

Purpose: Establishes the requirements for identification, collection, indexing, access, filing, storage. Maintenance and disposition of quality records.

Applicability: Applies to all quality records identified in the Goddard QMS documents and pertinent subcontractor quality records maintained by Goddard.

Responsibility: **Branch Head/Project Manager/Principal Investigator**

Records: Quality Records List

4.17 --- GPG 9980.1C Internal Audit

Purpose: Establishes the process for coordinating, scheduling, planning, performing, documenting and closing out internal audits.

Applicability: Applies to all policies, system level procedures, Directorate procedures, work instructions, and related records which form the Goddard QMS.

Responsibility: **Branch Head/Project Manager/Principal Investigator**

Records: NONE

4.18 --- GPG 3410.2C Employee Training and Qualification

Purpose: Establishes the process for identifying and meeting employee training and qualification requirements.

Applicability: Applies to all Goddard organizations involved in the products and processes considered in-scope of Goddard's QMS.

Responsibility: **Branch Head**

Records: Employee Performance Plan

On-the-Job Training Record

4.20 --- GPF 8070.2A Identification and Application of Statistical Techniques

Purpose: Establishes the process for identifying the need for and applying statistical techniques for monitoring, controlling and verifying process capability and product characteristics.

Applicability: Applies to all Goddard products considered in-scope of Goddard's QMS and the production and installations processes applied to them.

Responsibility: **Project Manager/Principal Investigator**

Records: NONE